Rewards and Recognition Overview

Leave Reward
There are two methods of which leave awards are entered:

1. Agencies using Cardinal as the leave system of record enter leave awards as balance adjustments or entitlements into Cardinal Absence Management. For further information on Mass Uploads, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

2. Agencies not using Cardinal as their leave system additionally need to enter the leave award hours in the agency's external leave system of record to allow the employee to use the granted leave.

Cardinal does not automatically generate an interface to any external leave systems to grant the related leave award. The agency HR enters the award adjustment into the external agency leave system for the hours to be reflected in the employee's leave balance.

Consolidated reporting pulls leave awards from the Cardinal Leave Award page and Cardinal Absence Management to show statewide totals of leave awards. For further information on Reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

Monetary Bonus
All Monetary Bonus/Awards must be entered into the Reward and Recognition page.

Agency HR tracks the employee's:
- written agreement
- expiration date of the written agreement per incentive bonus awarded
- payment installments (singular or multiple – as needed)

Agency HR updates and submits an excel spreadsheet to Agency Payroll to load into the Single Use Payroll Online Tool (SPOT) for payment to the employee. For further information on entering SPOT awards, see the Job Aid titled **PY381 Entering SPOT Payments**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

If there is a large volume of rewards and recognition updates, the agency can submit an Excel file to be uploaded using the mass upload process. For further information on Mass Uploads, see the Job Aid titled **HR351 Mass Uploads**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: When entering the data for Rewards and Recognition, follow **DHRM Policy 1.20** Employee Recognition Program.
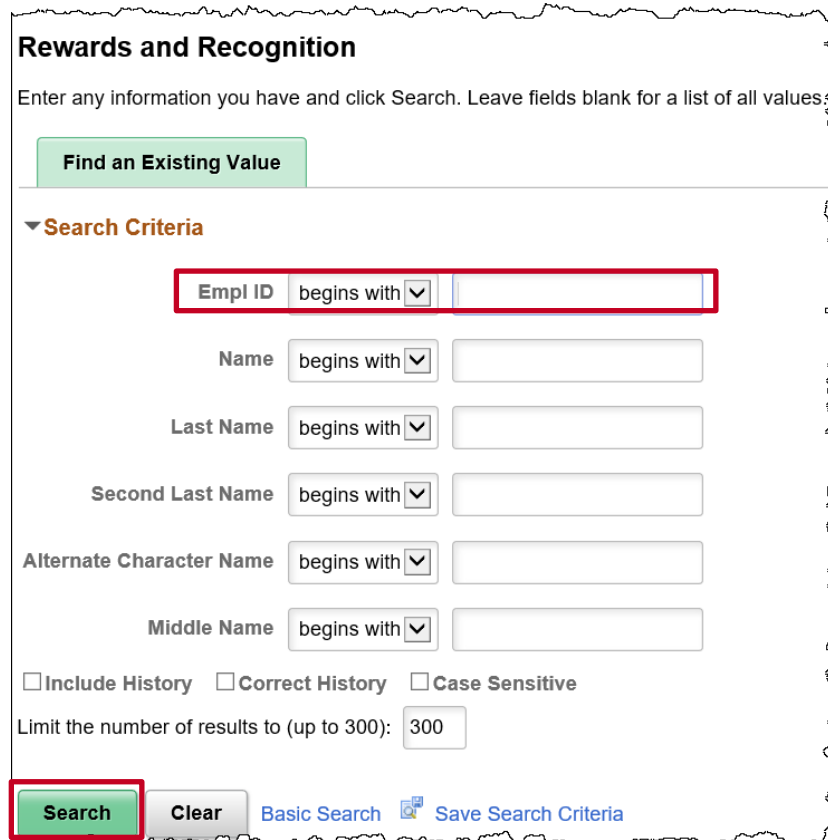
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Adding a Reward and Recognition

1. Navigate to the **Rewards and Recognition** page using the following path:

   Navigator > Workforce Development > Rwd and Recogn Maintenance

The **Rewards and Recognition Search** page displays.

2. Enter the applicable employee's Employee ID in the **Empl ID** field.

3. Click the **Search** button.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The WBT titled **NAV205 Fluid Navigation Tips** provides tips and tricks on searching for employees. It can be found on the Cardinal website. Cardinal security restricts the user to seeing only their agency employees.

The **Rewards and Recognition** page for the applicable employee displays. The Reward ID is auto-assigned when the **Rewards and Recognition** page is opened.

4. Click the **Effective Date Calendar** icon and select the effective date of the Reward. The date the award was made to the employee.

   Note: For further details on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

5. Click the **Creation Date Calendar** icon and select the date the Reward and Recognition was created.

6. Click the **Expiration Date Calendar** icon and select the date the Reward and Recognition expires. Check the written agreement or Policy statement.

7. Click the **Written Agreement** dropdown button and select the applicable value ("Yes" or "No").

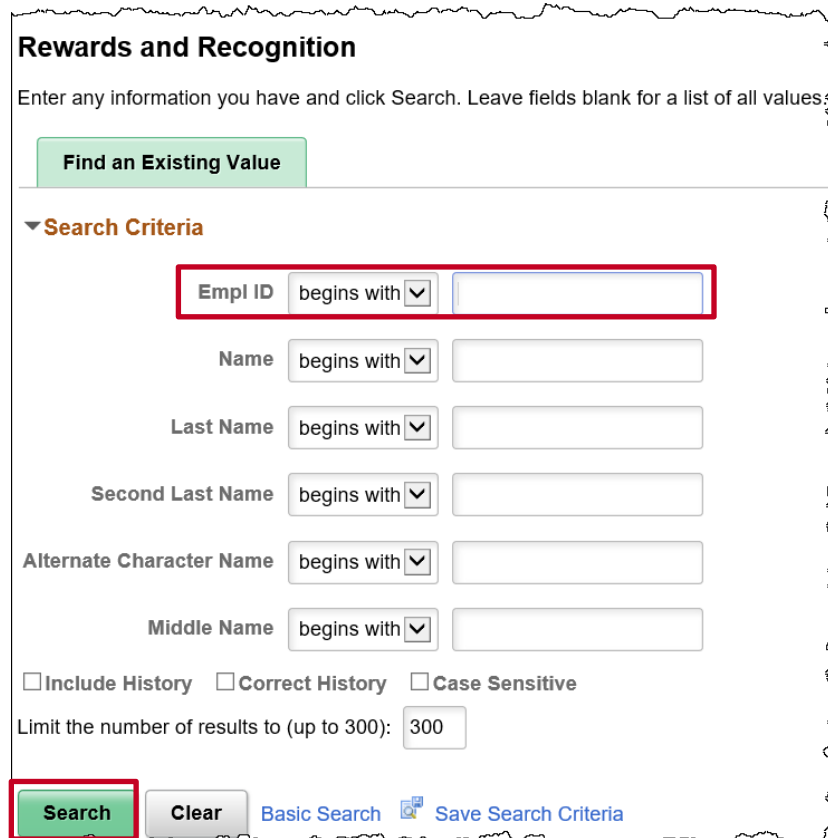8. Select the applicable reward type using the **Reward Type Look Up** icon.

9. Enter either the authorized hours or the authorized amount in the corresponding field.

   Note: If this is a "Leave" reward type, enter the authorized hours. If this is a "Cash" reward type, enter the authorized amount. If authorized hours are entered, the **YTD Hours** field auto-populates once the action is saved. If an authorized amount is entered, the **YTD Amount** field auto-populates once the action is saved.

10. Enter any applicable comments (up to 254 characters) in the **Comments** field.

11. Click the **Award Date Calendar** icon and select the effective date of the Award.

12. Enter either the award hours or the award amount in the corresponding field.

    Note: If this is a "Leave" award, complete the **Award Hours** field. If this is a "Cash" award, complete the **Award Amount** field. If the amount is paid out on different dates, insert the applicable number of rows using the Add a Row icon and repeat Steps 11 and 12.

13. Click the **Save** button.

    Note: After saving, the **Last Update Date Time** and **By** fields auto-populate.

Adding an Additional Award

1. Navigate to the **Reward and Recognition** page using the following path:

   Navigator > Workforce Development > Rwd and Recogn Maintenance

The **Rewards and Recognition Search** page displays.

2. Enter the applicable employee's Employee ID in the **Empl ID** field.

3. Click the **Search** button.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The WBT titled **NAV205 Fluid Navigation Tips** provides tips and tricks on searching for employees. It can be found on the Cardinal website. Cardinal security restricts the user to seeing only their agency employees.

The **Rewards and Recognition** page for the applicable employee displays.

4.   Click **Add a Row** icon in the **Reward ID** Header to add an additional Reward ID for the employee.

Note: Validate that the insert has taken place at the Reward ID level and not the Authorization/Written Notice level.

The page refreshes and the next available Reward ID displays. The next Reward ID is auto-assigned.

5.   Click the **Effective Date Calendar** icon and select the effective date of the Reward.

   Note: For further details on effective dating see the **HR351 Overview of Effective Dating** job aid**.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6.   Click the **Creation Date Calendar** icon and select the date the Reward and Recognition was created.

7.   Click the **Expiration Date Calendar** icon and select the date the Reward and Recognition expires.

8.   Click the **Written Agreement** dropdown button and select the applicable value ("Yes" or "No").

9.   Select the applicable reward type using the **Reward Type Look Up** icon.

10. Enter either the authorized hours or the authorized amount in the corresponding field.

    Note: If this is a "Leave" reward type, enter the authorized hours. If this is a "Cash" reward type, enter the authorized amount. If authorized hours are entered, the **YTD Hours** field auto-populates once the action is saved. If an authorized amount is entered, the **YTD Amount** field auto-populates once the action is saved.

11. Enter any applicable comments (up to 254 characters) in the **Comments** field.

12. Click the **Award Date Calendar** icon and select the effective date of the Award.

13. Enter either the award hours or the award amount in the corresponding field.

    Note: If this is a "Leave" award, complete the **Award Hours** field. If this is a "Cash" award, complete the **Award Amount** field. If the amount is paid out on different dates, insert the applicable number of rows using the Add a Row icon and repeat Steps 12 and 13.
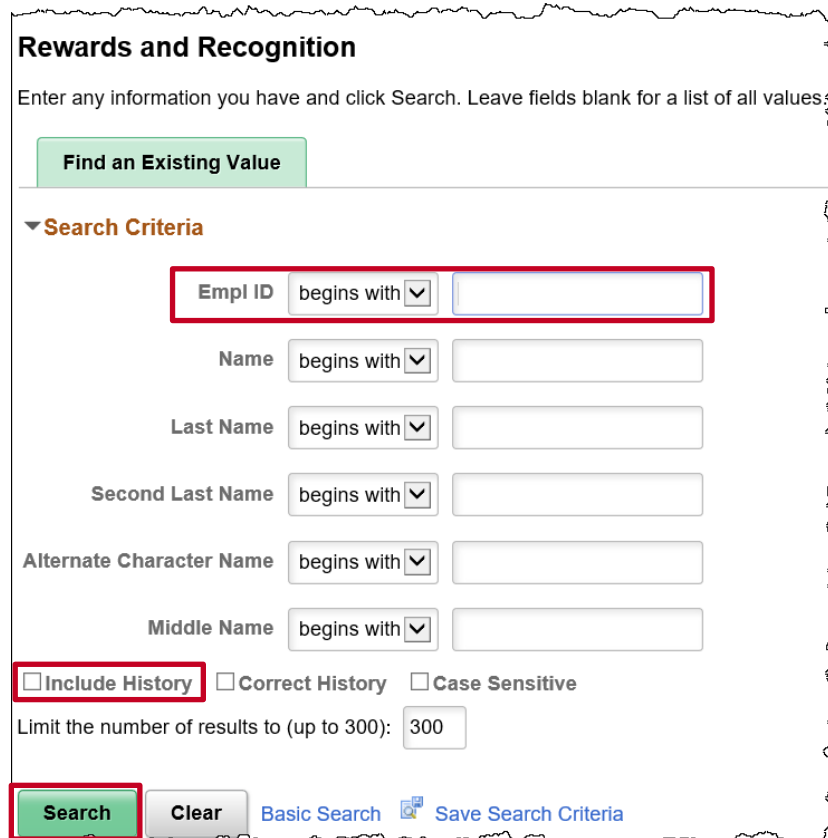
14. Click the **Save** button.

    Note: After saving, the **Last Update Date Time** and **By** fields auto-populates.

Updating an Existing Reward and Recognition Award

1. Navigate to the **Reward and Recognition** page using the following path:

    Navigator > Workforce Development > Rwd and Recogn Maintenance

The **Rewards and Recognition** search page displays.
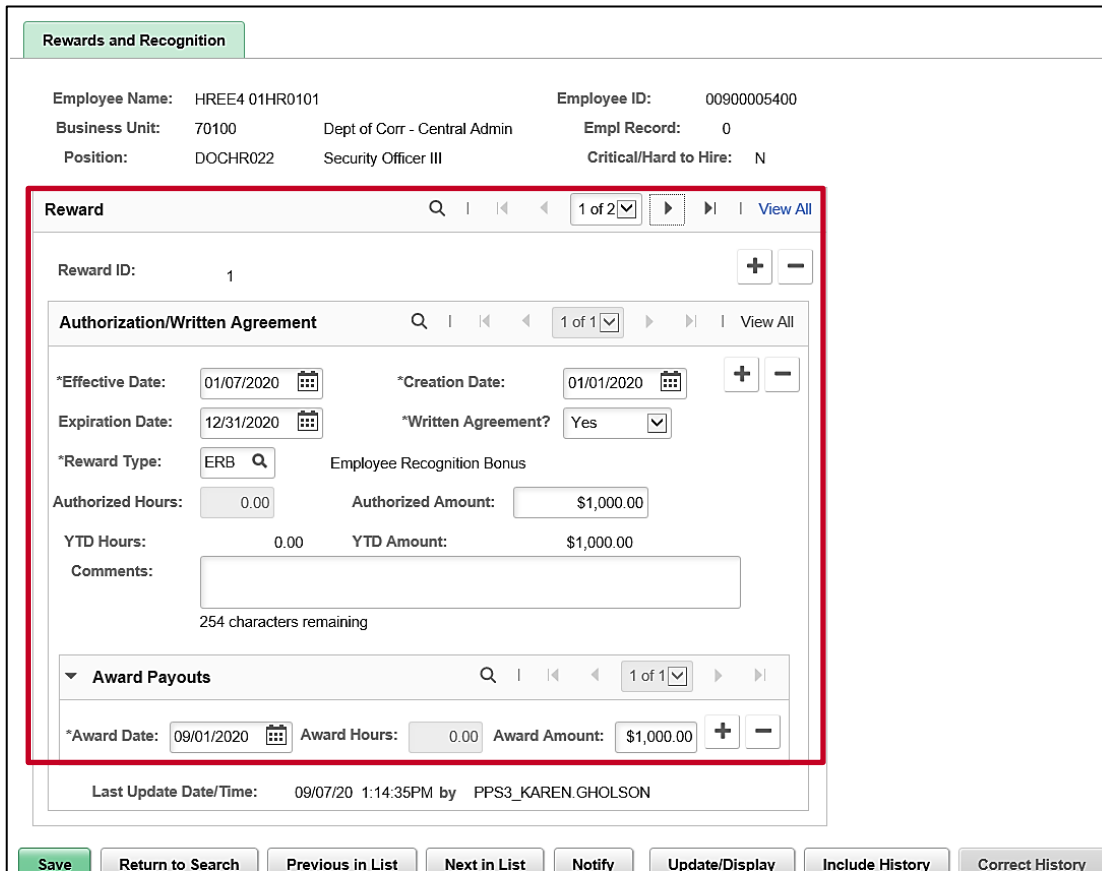
2. Click on the Include History checkbox to enable viewing of the reward history.

3. Enter the applicable employee's Employee ID in the **Empl ID** field.

4. Click the **Search** button.

    Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The WBT titled **NAV205 Fluid Navigation Tips** provides tips and tricks on searching for employees. It can be found on the Cardinal website. Cardinal security restricts the user to seeing only their agency employees.

The **Rewards and Recognition** page for the applicable employee displays.

5. The first Reward ID displays by default. Use the arrows within the **Reward ID Header** as needed to navigate to the **Reward ID** that needs to be updated.

    Note: Click on the Include History button at the bottom of the page to view all historical records.

6. Use the arrows in the **Authorization/Written Agreement** section as needed to navigate to the Reward Type that needs to be updated.

7. Click the **Add a Row** icon within the **Authorization/Written Agreement** section to update the existing Reward Type.

8. To update the award amount, enter an amount to add to or subtract from the amount previously recorded for the award.

9. Click the **Effective Date Calendar** icon and select the effective date for the update.

    Note: For further details on effective dating see the **HR351 Overview of Effective Dating** job aid. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

10. The remaining fields default from the previous row for the Reward Type. Update the applicable fields.

11. Once all required updates are made, click the **Save** button.

    Note: After saving, the **Last Update Date Time** and **By** fields auto-populate.